

The Model Criminal History Inquiry Procedure provided by the DPS is intended to be a recommended procedure for conducting criminal history inquiries. Challenge Course Owners are encouraged to consult this model procedure in developing their own criminal history inquiry procedure. However, Challenge Course Owners shall be solely responsible for the development, implementation, and execution of any procedure submitted to DPS for purposes of licensure.

**MODEL PROCEDURE FOR OWNERS OF CHALLENGE COURSES FOR
CONDUCTING CRIMINAL HISTORY INQUIRIES IN ACCORDANCE WITH 520
CMR 5.14(2)(h)**

I. Policy Purpose

Pursuant to the regulations pertaining to the operation of Climbing Walls contained in 520 CMR 5.15(2)(i), owners of companies that operate Climbing Walls are required to conduct criminal history inquiries on certain applicants for employment. The procedure described below has been adopted by [INSERT COMPANY NAME] for Criminal Offender Record Inquiries.

II. Scope

1. The procedure shall apply to all applicants 18 years of age or older for the positions of:
 - a. Challenge Course Manager; and
 - b. Challenge Course Staff.

III. Procedure

1. [INSERT COMPANY NAME] will register annually for iCORI service, a secure web-based service through which organizations will request and receive Criminal Offender Record Information (“CORI”), at www.mass.gov/cjis. iCORI training documents can be found at <http://www.mass.gov/eopss/crime-prev-personal-sfty/bkgd-check/cori/icori-training-documents.html>.
2. Upon application for any of the above positions, an applicant shall provide to [INSERT COMPANY NAME] a completed CORI Request Form provided by the Department of Criminal Justice Information Services (DCJIS).
3. The applicant shall be informed in writing either on the face of the application or in an attached written document that by completing the CORI Request Form, the applicant is consenting to a criminal background inquiry which shall be used to determine suitability for employment. The applicant shall be further informed on the face of the application or in an attached written document that consideration for employment will only be granted upon completion of both the application and the CORI Request Form.

4. Once the applicant provides consent to conduct a criminal background inquiry, [INSERT COMPANY NAME] shall submit a CORI request using the iCORI service. In most cases, results will be returned instantaneously.

5. In the event that results are not returned instantaneously and circumstances require an expedited employment decision, the following procedures shall apply:

a. A temporary offer of employment may be made to an applicant on the express condition that [INSERT COMPANY NAME] has submitted applicant's CORI request prior to the temporary offer of employment.

b. Any temporary employment shall expire at the conclusion of 14 days following acceptance and may not be renewed.

c. During the period of temporary employment, the applicant shall be under the direct supervision of an employee who has previously undergone a completed CORI.

6. At such time as the results of CORI are made available, [INSERT COMPANY NAME] shall act expeditiously to make a determination of suitability of employment. In the case of a negative employment decision, the applicant shall be provided with:

a. A copy of the CORI;

b. A copy of *Information Concerning the Process in Correcting a Criminal Record* as provided by DCJIS.

I, _____, certify that the above procedure has been adopted by

_____[INSERT COMPANY NAME]_____.

Signed under the penalties of perjury

Dated: _____